

*Nichols Town Regular Board Meeting
December 12 2023
6:00 pm*

Town Supervisor, Esther Woods, brought the meeting to order at 6:00 pm in the Nichols Elementary School located at 139 Ro-Ki Blvd Nichols NY 13812.

Pledge of Allegiance

ROLL CALL:

Supervisor Esther Woods (present), Councilperson Ladd Yost (absent), Councilperson Rose Cole (present), and Councilperson Brenda Fay-Pelotte (present).

ALSO PRESENT;

Will Heveland, Wiliam Woods, Kem Hart-Baker, Robert Nugent, Ray Thetga, Jr. Erica Deretz, and Marcy Hill, Town Clerk

Councilperson L. Yost entered meeting at 6:02PM.

Open Public Hearing – Local Law Reducing Planning Board Members from 5 to 3 effective 2025.

There was discussion and explanation of why the change is being submitted for approval.

Kem asked if we have to put the “engineer” on the organizational meeting. It was stated that we only contract On an as needed basis.

There was no other discussion related to the hearing. Therefore, public hearing was closed.

Motion to approve close public hearing made by B. Fay-Pelotte 2nd by R. Cole

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

MINUTES:

Motion to approve the minutes from November 28 2023 made by R. Cole 2nd by L. Yost

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

FINANCIALS:

Motion to approve the minutes from November 2023 Financials by B. Fay-Pelotte 2nd R. Cole

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Public Comments: *If you would like to speak there will be a 2-minute time length per person, the board will consider your comments, if warranted we will respond at a later time.*

Kem Hart Baker share information regarding the Bicentennial Committee:

Selected Logo Winner – Ava Smolinsky – Very nice young lady

There were 13 entries. This was the only student entry.

Williams Woods – Shared a letter to the board. He stated he was at the last meeting to share his interest in the open board seat. Mr. Woods asked the board to vote or consider voting for him to fill the position.

A motion to approve the Spectrum Franchise Contract by B. Fay-Pelotte 2nd by L. Yost Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

New Business:

Approve Local Law Reduction

A motion to approve a public hearing for Planning Board member reduction R. Cole and 2nd L. Yost Roll Vote; R. Cole (abstain), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Approve changes to Employee Handbook-

REV 4: January 2024

- Section 1.2:
 - Updated definition of Full Time employee to read “an employee who is regularly works at least forty (40) hours a week year round, including hourly and salaried employees”
- Section 4.2:
 - Updated ”All full-time employees may occasionally be required to work more than forty (40) hours in a work week.” to read “All full-time hourly employees may occasionally be required to work more than forty (40) hours in a work week.”
 - Included the following statement: “Full-time salaried employees are not eligible for overtime.”
- Added Section 4.3.3: Conference Travel Policy “All expenses for conferences, including mileage, hotels, meals and incidentals will be included in the department’s contractual budget line item and are not subject to Section 4.3.2 of this manual”
- Section 5.1:
 - Updated “The Town grants employees a paid day off for the following holidays:” to read “The Town grants all full-time employees a paid day off for the following holidays:”
- Section 5.2:
 - Updated “All regular full-time employees will be granted up to two (2) paid personal days per year” to read “All full-time employees will be granted up to two (2) paid personal days per year”
- Section 5.3:
 - Updated “The Town grants paid vacation leave (“Vacation”) to employees in a manner that seeks to balance...” to read “The Town grants paid vacation leave (“Vacation”) to full-time employees in a manner that seeks to balance ...”
 - Added “Department Manager’s must notify the town board prior to taking vacation time”
- Section 5.4:
 - Updated “An employee may use sick leave for personal illness or injury to read “A full-time employee may use sick leave for personal illness or injury “.
 - Added “Department Manager’s must notify the town supervisor if taking sick leave.”

- Section 5.6:
 - Added “Documented proof of full time status (weekly timesheets) are required for everyone participating in the health insurance plan.”
- Section 6.1.1:
 - Added that all clothing purchased “Must be approved by the department supervisor”

A motion to approve to the approve the Employee Handbook for 2024 as presented by B. Fay-Pelotte 2nd R. Cole

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Approve Cleaning Service for Town Offices

Dynamic Cleaning and Class A has submitted quotes for the specified areas.

Class A has done more municipalities in NY and PA. Dymanic Cleaning would be a more “deep” clean and this will reflect in the cost. They both have pros and cons... There is no contract – it can be a month by month.

A motion to approve Class A Cleaning to start January 2024 by B. Fay-Pelotte 2nd R. Cole

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Review Permits & Fees for Code Enforcement-

Most of the costs have been reduced and we can always adjust it annually.

A motion to accept the new codes enforcement fees by R. Cole 2nd B. Fay-Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

ECode 360 for 2024

We can start using ECode 360 again in 2024. It’s another thing we are fixing

A motion to hold organizational meeting January 2, 2024 at 6pm by R. Cole 2nd B. Fay-Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

A motion to cancel the December 19th (second mtg) by R. Cole 2nd L. Yost

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Reports:

Kem Baker, Historian – Kem would like to buy a display case and some visitor chairs for guests.

A motion to approve the purchase of display cases and visitor chairs for the historian (NTE \$1300)

L. Yost 2nd B. Fay-Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent- 0 No- 0- abstain

Will Heveland – Will would like to make a change in the handbook – Uniforms up to the department heads discretion. Will would like this to be specific colors

Code Enforcement– No Report

Library – Erica Deretz

The library would like the Entry way tread to go all the way to the return box, if possible.

Request to have a monthly report emailed to them.

Also, thank you for the salting and plowing

Ray Thetga, B/G

Thank you Ray for installing the blinds in the community room.

The sink in the hallway bathroom broke off the wall today. Ray was told to just “get it fixed.”

P & J did the boiler inspection –manual high limit on the new boiler – won’t trip and shut itself off.

They quote was under \$600. The board gave to ok to have it fixed.

Historian’s office – YelHelp was down and worked on the lock on the front door. They work better than they did – they are suggesting new cylinders. They can be replaced and rekeyed. This would be the cheapest way to go. Ray will get the final quote for this.

Electrician stopped and stated that the light in the back of the old town hall. It is a NYSEG owned light so they will have to take care of this issue. Called NYSEG today- and there is a ticket and they will come fix it. Not sure of when it will do done. The LED will cost a lot less.

Kem thanked Ray for his help in cleaning the soot out of the historians building.

Bob Nugent, S/W -

Bob shared bid specs for control upgrade. Using wireless communication – Security cameras. The county would like security cameras.

We will look into the cost of the installation of fiber internet. Bob will call and see what the cost would be. This camera system is being suggested by Tioga County DOH.

Committee Reports: *Reap –No Report mtg 12/13*

Hazard Mitigation – Meeting – there were suggested changes that do not effect town.

LEPC – No Report

Council of Government – No report

Old Business:

- *Depot Rd Project – Completed – Under budget and ahead of schedule. There is a meeting with Larry and James next week. Try to get the money back on the Depot Rd work. FEMA should pay back within 30-60 days,*
- *Village of Nichols – Drainage from Roki Boulevard – Brenda reached out to two contractors. As soon as they can come out they will walk and look at the projects.*
- *FEMA Property(s) – Issuing grants however, they are only 50% through the process.*

Accept vouchers and pay bills:

Motion to accept vouchers and pay bills by B. Fay –Pelotte 2nd by R. Cole

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent 0 No- 0 abstain

Motion to move to Exec Session:

Motion move to executive session by R. Cole 2nd by B. Fay –Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent 0 No- 0 abstain

Motion move to reconvene to regular session by R. Cole 2nd by B. Fay –Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent 0 No- 0 abstain

Motion move to adjourn by R. Cole 2nd by B. Fay –Pelotte

Roll Vote; R. Cole (aye), B. Fay-Pelotte (aye), Ladd Yost (aye), and E. Woods (aye).

Carried 4 aye- 0 absent 0 No- 0 abstain

Meeting Adjourned at 8:00PM

Respectfully_Submitted,

Marcy Hill 12/12/2023